

Predevelopment Funding Guidelines

- I. Eligible Applicants – same as existing Affordable Housing Fund Guidelines
- II. Eligible Projects – same as existing Affordable Housing Fund Guidelines
- III. Pre-Application Requirements
 - a. Applicant must have site control
 - b. Must meet a priority housing need as identified in the City’s Consolidated Plan For Housing & Community Development Needs (enclosed)
 - c. Project must be affordable for at least 20 years or provide the City of Falls Church, or its designee, with the option to purchase after the 15th year.
 - d. Project must provide a selection preference for persons who live or work in the City of Falls Church
- IV. Funding Terms
 - a. Applicants requesting funds for items a through h listed in Section V below may request a grant for predevelopment funds up to the maximum amount available in the Fund. The Committee has the discretion to award funds for item i in Section V.
 - b. Applicants may only receive pre-development funds once per project
 - c. The Affordable Housing Fund Committee (AHFC) may determine that specific *predevelopment budget items identified by the applicant* within a maximum budget amount shall be undertaken and approved before the expenditure of the balance of the AHF grant by *the date identified in the applicant’s estimated date of completion for these predevelopment activities, as listed in the applicants predevelopment timeline.*
 - d. Funds will be disbursed in two equal installments: the first disbursement will be an advance of funds; the second disbursement will be released upon receipt of a reimbursement request from the award recipient
 - e. All predevelopment funds must be expended within 18 months; unspent funds must be returned to the City within 30 days of the 18-month expenditure deadline
- V. Eligible Predevelopment activities (including, but not limited to the following):
 - a. Architectural and engineering studies
 - b. Attorney fees
 - c. Appraisal
 - d. Title reports
 - e. Environmental studies
 - f. Market studies
 - g. Feasibility analyses
 - h. Archeological studies
 - i. Other predevelopment costs (further architectural and engineering services related to site plan preparation, building plan preparation, surveys, utility easement plat preparation, review fees, detailed cost estimates and other services typically required
- VI. Ineligible Activities
 - a. Predevelopment funds may not be used for construction costs
 - b. Operating costs are not eligible
- VII. Submission Requirements and Evaluation Criteria

- a. Clear description of project
- b. Site Control Documentation
- c. Project Predevelopment Budget, Total project cost estimate, Predevelopment Timeline
- d. Documentation of how project will benefit City beneficiaries
- e. Documentation of which income group will be served by project
- f. Experience of project applicant (e.g., résumés of applicant, previous project description)

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